

The Tennessee Bureau of Ethics and Campaign Finance (Bureau) is composed of two entities, Tennessee Ethics Commission and Tennessee Registry of Election Finance. These entities administer and enforce the provisions of:

Registry of Election Finance

- T.C.A. §§ 2-10-101 – 2-10-114 and 2-10-116 – 2-10-121, Part of the Campaign Financial Disclosure Act
- T.C.A. §§ 2-10-201 - 2-10-214, Registry of Election Finance Act
- T.C.A. §§ 2-10-301 - 2-10- 312, Campaign Contributions Act of 1995
- T.C.A. §§ 2-10-401 - 2-10-406, Gubernatorial Inauguration Financial Disclosure Act

Tennessee Ethics Commission

- T.C.A. §§ 2-10-115 and 2-10-122 – 2-10-130, Part of Campaign Financial Disclosure Act
- T.C.A. §§ 3-6-101 - 3-6-209, Tennessee Ethics Commission Act of 2006
- T.C.A. §§ 3-6-301 - 3-6-308, Statute governing lobbying
- T.C.A. §§ 8-50-501 - 8-50-506, Conflict of Interest Disclosure Law

Under the direction of the Bureau, the Ethics Commission and the Registry, and the day-to-day supervision of their Executive Director, the Legal Counsel will be responsible for most legal work of these entities including the initial drafting of advisory opinions and administrative rules and regulations, responding to inquiries about the statutory requirements, and providing training. The Legal Counsel will have substantial contact with the Ethics Commissioners, Registry members, legislators, candidates, lobbyists, employers of lobbyists, the Attorney General's Office, other employees of the State of Tennessee, and the public.

The Legal Counsel must possess personal maturity, an excellent academic background, superior legal analytical ability, and strong writing and communication skills. The Legal Counsel will be a key player in a dynamic and fast-paced work environment.

The Legal Counsel must be completely knowledgeable about not only the statutes enforced by the Bureau, the Ethics Commission and the Registry, but also all other statutes that might affect the agencies, including the Uniform Administrative Procedures Act, the Tennessee Open Meetings Act, and the Tennessee Public Records Act, and all cases and rules that interpret or apply those statutes.

The Legal Counsel must be licensed to practice law in Tennessee and must have management or supervisory experience. Prior government service and superior computer skills are desired.

Interested candidates should send a resume and a cover letter with the names and contact information of at least three (3) references, at least two significant writing samples, and a salary history, to [rebecca.bradley@tn.gov](mailto:rebecca.bradley@tn.gov). The position will remain open until the Bureau finds the ideal candidate. Excellent salary and benefits package.